

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Unit 19 (AFSCME) – Continuing Education	REFERENCE NUMBER: 2014-026
DATE ISSUED: 09/17/14	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Employee Relations Officers
Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Human Resources
Labor Relations Division

CONTACT: Labor Relations Division
(916) 324-0476
Fax: (916) 322-0765
Email: LR.info@calhr.ca.gov

The purpose of the memorandum is to reiterate to departments that the Continuing Education policy/procedures as outlined in Section 14.2 of the Bargaining Unit (BU) 19 Memoranda of Understanding (MOU) became effective July 1, 2014.

Specifically, Section 14.2 F. of the BU 19 MOU states that “the implementation of this section is subject to the economic trigger provision described in Section 7.1 Adjusted Pay Ranges.”

Further, Section 7.1 1.b. states that funding availability relative to this section is at the sole discretion of the Director of the Department of Finance (Finance). Finance has confirmed that there is sufficient funding availability to implement Section 7.1.

For questions related to this PML, state department personnel office staff should contact CalHR’s Labor Relations Division by emailing questions to LR.info@calhr.ca.gov or calling (916) 324-0476.

/s/Pam Manwiller

Pam Manwiller
Deputy Director, Labor Relations Division